



**Position Title: Director, Greater Kalamazoo Girls on the Run**

**Reports to: GOTR Executive Committee/CIS-K Executive Director**

**Supervisory:**

Senior Program Manager, Registration Coordinator, 5k and Special Events Coordinator, Marketing and Fund Development Assistant, Administrative Asst.; Indirectly supervises Program Assistant and Program/Volunteer Coordinator. May provide functional guidance to volunteers, interns.

**POSITION SUMMARY DESCRIPTION:**

The Girls on the Run Director is responsible for overseeing and implementing the programs, services, staffing and structures necessary to achieve the GOTR mission. This includes but is not limited to: working with the Council Board to set overall strategy, vision and goals for the organization; identifying and developing mutually beneficial community partnerships; initiating fund development strategies and cultivating corporate, philanthropic and individual donors; developing and implementing communications strategies; managing staff; overseeing financial management and budgeting; ensuring the quality of Girls on the Run programs and related events; and providing overall leadership to the organization. This position oversees a paid staff of seven staff members and many volunteers, and manages an annual budget of approximately \$460,000. This is a salaried position, working an average of 35 hours per week with peak hours during critical program periods.

GKGOTR Director provides direction and leadership to the GKGOTR organization, providing coordination and oversight of the infrastructure, administration, and budget that support effective program delivery, capacity building and organizational sustainability.

Hires, trains, supervises and conducts performance reviews of program and administrative staff. Maintains a climate that attracts, retains and motivates a diverse staff of quality people who reflect the GOTR core values. In conjunction with Girls on the Run Council Board, leads and implements the organization's strategy, policies, and resource management. Must communicate effectively and in a timely manner with the Executive Committee of the GOTR Council Board and assures that members are well informed on issues and challenges that may require further attention.

Cultivates productive and healthy working relationships with volunteers, donors, parents, participants, and sponsors.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Successful candidate must possess a Bachelor's degree as well as 5+ years of professional work experience. Previous project, crisis and risk management and supervisory experience. Demonstrated exceptional organizational skills with complex projects including the ability to manage multiple tasks with limited oversight and support.

Proven ability to consistently multi-task and manage a varied and heavy workload. Candidates must have a high degree of self-motivation and professionalism with accuracy, timeliness, superior judgment and prudent decision making abilities. Must possess ability to build, foster and manage effective working relationships and elicit confidence by demonstrating reliability and professionalism. Candidate must communicate effectively and will represent GOTR to the community and in public.

Knowledge and/or experience with programs for children and expertise in developmentally appropriate activities for children highly desirable.

**The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.**

**Interested and qualified candidates should submit a letter of introduction and a current resume to: [dkievit@ciskalamazoo.org](mailto:dkievit@ciskalamazoo.org). DEADLINE is: Monday, March 3, 2014 @ 4 p.m.**